

24 FEB 1959

MEMORANDUM FOR: Mr. Joseph T. Bartos
Director, Executive Staff
Bureau of Intelligence and Research
Department of State
Washington 25, D. C.

SUBJECT: Foreign Publications Procurement
Program

1. This memorandum comes to you as a follow-up to a meeting between officials of this Agency with Mr. Griffin, Mr. Churchill, and Miss Morris of your staff on 13 February 1959.

2. As indicated during the meeting, this Agency is committed to going on a cost-based budget system starting with Fiscal Year 1962. In the preparation for this system, there are many problems being encountered, among which is the costing of the Foreign Publications Program.

3. The program is currently being administered through your good offices on a reimbursement basis in accordance with Department instruction CA-2329 dated 9 September 1958. Obligations and expenditures for the program are being charged directly to Salaries and Expenses post allotments, sub-objects 0904 (WF) (AMS) (SP), the letters designating the particular agency involved. All posts participating in the program by the cited instruction are to submit an extra copy of each DS-910, Report of Obligations and Expenditures, for ICD/FP.

4. These instructions have not been carried out in all instances, nor is information being received by ICD/FP relative to expenditures for the program. Miss Morris stated that steps were being taken to provide ICD/FP with the necessary obligation information in a timely manner. Expenditure information, however, is not broken out by sub-object classification on the DS-910 reports, and it was indicated at the meeting that it was improbable that anything could be done toward furnishing ICD/FP with a record of actual expenditures incurred by the Department.

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5. It was suggested that since other components such as the Library of Congress and your Office of Libraries were receiving cost data, that your staff attempt to develop means to furnish this Agency with data comparable to that being received by them prior to the start of Fiscal Year 1960. It was stated by your representatives that this was not possible. Since your own Library, however, is making purchases through your Salary and Expenses appropriation and is receiving, we understand, adequate information on acquisitions, we do not see why it is not possible to work out an acceptable procedure to meet our needs. It was also suggested that we take up the matter directly with Mr. Dale Chapman, Office of Finance. We feel, however, that it would be preferable if your staff would continue to act as the focal point from the Department standpoint. Accordingly, it appears to us possibly that representatives of your staff could examine the situation with appropriate components of the Department to determine if any new or additional procedures might be initiated with your foreign posts.

6. Your early advice relative to the foregoing will be most appreciated.

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Budget Officer

BD/COMP/CNM/TJH/odb (24 February 1959)

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